



# HARPER COUNTY

## REQUEST FOR COUNTY BOARD ACTION

Items must be received in the Administrator's Office by 12:00 Noon on the Thursday prior to the scheduled meeting to be considered.

Item #: \_\_\_\_\_  
(Assigned by Administrator)

Meeting Date: March 15, 2016

Department: Public Health/Home Health

Item Requested: Annual Write off; Annual approval of policy and procedure updates for home health and in-home service manuals;

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Summary of the Issue: Request approval to write off 2015 client balances as per agency policy.

Background: Policy assists in keeping outstanding balances from accumulating over a long period of time – recommended practice from past auditors.

Funding: The amount this year is comparable to previous years and should not impact ability to stay within budget.

Recommendation: Approve write-off amounts as presented. (See attachment)

Summary of the Issue: Harper County Board of Health Review of policies and procedures for the Harper County Home Health Agency policy manual and the Harper County Health Department In-Home Services manual.

Background: Listings of changes made to both manuals during the past year are attached for review.

Funding: No additional funding – maintaining agency policy and procedure manuals is an ongoing process incorporated into current budget.

Recommendation: Approve changes as per listing (See attachment).

### Other Activities:

- Staff assisted with USD 361 kindergarten screenings on March 2 & 3 at Anthony & Harper.
- Completed Ebola tabletop in Wichita on January 20, 2016 and After Action Report/Improvement Plan has been submitted (Copy attached).
- Completed Functional Disaster Recover Exercise February 11, 2016 – working on After Action Report/Improvement Plan (to be submitted by April 14, 2016)
- SFY 2017 grant reports submitted for State Formula, Immunization Action Plan, Public Health Emergency Preparedness, and Family Planning.
- Attended Rabies webinar on March 9, 2016.
- Participated in DAISEY software implementation discussion with KDHE on March 10, 2016.
- Staff will be attending the bi-annual WIC Conference in Topeka March 29, 2016 – March 30, 2016.
- Administrative Coalition meeting scheduled for Friday, April 1, 2016; next Executive Board meeting will be on Friday, May 6, 2016, at the new Barber County Health Department building in Medicine Lodge.